WRIGHT RUNSTAD &COMPANY

Tenant Bulletin

Edna Lucille Goodrich Building Office
7345 Linderson Way SW, Suite 1000
Tumwater, WA 98501
Telephone: (360) 528-4020
www.elgbuilding.com

Date: 11/23/2026
To: Edna Lucille Goodrich Tenants
From: Christy Carkeek, Property Administrator
RE: **Fall & Winter Season Guidelines**



Holiday season is upon us and it's the perfect time to review some ELG Building guidelines.

Holiday Decorations

The ELG lobby will be professionally decorated beginning November 30th! Tenants are welcome to decorate their own areas as well. Please keep these safety guidelines in mind:

- Artificial trees must be flame-retardant, securely fixed in place, and installed away from fire exits or heat sources. Decorations must be flameproof or non-combustible and approved by a recognized safety organization (UL, CSA, etc.).
- Do not attach decorations to building surfaces or structures, including windows, ceilings, doors, walls, wood, stone, or floors.
- Extension cords are strictly prohibited. Only surge-protected power strips may be used. Unplug all electrical decorations after business hours and whenever areas are unattended.
- Please see page 2 of this memo for additional holiday safety guidelines.

Cold Temperatures/Inclement Weather

Property Management makes every effort to de-ice building entrances, sidewalks, main crosswalks, and the ADA parking area before 7 a.m. and throughout the business day until 5 p.m., Monday through Friday, excluding holidays. During inclement weather such as snowfall and major icing events, our goal is to maintain normal building operations whenever reasonably possible. For information about potential building closures, please refer to your agency's Suspended Operations policy

If you have any questions or concerns, please contact your agency representative:

For DOC email: DOCHQmanagementservices@doc1.wa.gov
For DOR email: DORofficeservices@dor.wa.gov

This bulletin and other recent bulletins can be found posted on the ELG Building website at www.elgbuilding.com .

Sincerely,

Wright Runstad & Company
Elgbmgmt@wrightrunstad.com
Property Management
360-528-4020

ELG BUILDING HOLIDAY DECORATION GUIDELINES

HOLIDAY DECORATIONS AND FIRE SAFETY

The Fire Department recognizes that the holiday season calls for additional and specialized decorations and lighting. Such decorations and lighting can have a significant impact on the designed fire safety features of buildings and gathering places. In order to allow the full enjoyment of the season without jeopardizing the public safety, this office has developed the following policy:

Exits

1. Access to exit doors and exit paths or corridors, pull stations or fire extinguishers shall not be obstructed by decorative materials or other items.
2. To prevent tripping hazards floor coverings, throw rugs, etc. may not be used.

Sources of Ignition

1. Candles or other sources of open flame are not allowed for *any* decorations or ceremonies.

Electrical

1. Only UL listed LED miniature lights shall be allowed when used in accordance with their listing.
2. *No electrical (extension) cords to be used*. UL-labeled surge protectors are allowed if free from any visible defects and protected from mechanical damage while in use.
3. Decorative electrical lights are prohibited on metallic trees.
4. Decorations must be protected from being a tripping hazard and/or causing physical damage.
5. Decorations must not be affixed to walls or ceilings.
6. Electrical lights that are physically damaged or altered shall not be used unless repairs are in accordance with the Electrical Code.
7. All electrically energized decorations must be disconnected when a display area is left unattended. *It's a good idea to put one person in charge of this task so there's no confusion regarding checking things at the end of each workday*.

Decorative Materials

1. All decorations shall be either inherently fire retardant or treated with a flame retardant to be flame resistant.

Artificial Decorations

1. Artificial decorations may have electrical devices used in accordance with manufacturer's instructions. ***Exception***: *Artificial decorations having exposed metal surfaces shall not be decorated with any type of electrical devices, decorations or appliances.*

Please contact property management at 360-528-4020 if you have any questions.

Thank you for your cooperation and have a fun and safe holiday season.